

KITSAP COUNTY CLASS SPECIFICATION

TITLE: JUVENILE ADMINISTRATIVE SERVICES MANAGER

DEPARTMENT: Juvenile

REPORTS TO: Director, Juvenile

SUPERVISES: Office Specialist, Office Assistants, Fiscal Technicians

GENERAL STATEMENT:

Performs a variety of highly responsible professional, managerial and administrative level work. The incumbent is responsible for planning, administering, and coordinating the fiscal, personnel and volunteer areas of the department. In addition, the incumbent is responsible for the administrative support division of the Juvenile Department, as well as assessing operational effectiveness. Responsibilities include the administration of support services, researching special projects, the development of goals and objectives for the division, including the enforcement of County administrative and/or departmental operational policies and procedures. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Juvenile Department Director and may have their appointment revoked at any time with or without cause and without right to appeal.

Work assignments are received with little or no instruction and require considerable discretion in defining a plan of action and carrying tasks through to completion. Work is reviewed by the Director through periodic conferences and reports, and through the adequacy and accuracy of resulting records, reports, results and services provided.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Formulate and execute department budget. Analyze budget and make recommendations to the County Administrator and Juvenile management team. Approve expenditures consistent with agency goals and objectives. Administer complex budgeting and accounting functions for the Juvenile Department. Establish and maintain comprehensive fiscal processes, procedures, and controls, in accordance with Federal, State and local regulatory requirements.

Coordinate, prepare and monitor multi-fund and grant budgets. Project staffing needs, revenue availability and any new fiscal requirements applicable to fund/grant; monitor the expenditures of various division budgets or grants. Assist with research for availability of appropriate grants for the Juvenile Department. Assist with the preparation of applications for grants; develop grant budgets, track grant budgets, and prepare and submit bills for departmental grants to facilitate reimbursement to Kitsap County for appropriate expenditures. Prepare the yearly grant audit paperwork. Prepare, implement and oversee vendor contracts for provision of services. Make recommendations to Director and Unit Managers regarding revenue projections. Review trends in requirements in cash receipts, disbursements and transfers within various division budgets.

Recommend and implement approved policies and procedures to assure effective functioning of the accounting activities of the department and assure compliance with accounting standards and requirements.

Coordinate and oversee the preparation of financial reports and statements, including contract and grant financial statements and reports.

Conduct periodic internal audit of accounting programs, expenditures, and activities to assure compliance with local, state and federal requirements and with any applicable grant or contract requirements. Conduct special studies or analysis of various accounting problems.

Monitor and maintain supervision of balancing accounting ledgers and inventory control for supplies and equipment. Oversee the review of all expense vouchers for accuracy prior to submittal. Track departmental needs as they relate to computer and software acquisition, copy machine rental/purchase, and other necessary electronic equipment for efficient functioning of the department. Coordinate or prepare inter-fund billings and billings to outside agencies for department.

Conduct or supervise research or special studies on projects within the department. Investigate and coordinate improved operating methods, develop solutions, and/or recommendations for corrective action.

Provide accurate cash forecasting and reporting by compiling, consolidating and analyzing all cash information - receipts/disbursements, account balances, payables, purchasing commitments, etc.; maintains periodic year-to-date cash reports.

Respond to citizen complaints and recommend resolution, resolving issues independently.

Act as liaison with the Personnel Department, coordinate uniform hiring, promotional, disciplinary, training and other personnel related procedures for the department. Conduct trainings and procedure reviews with Management team. Provide on-going advice and direction to management team. Participate in interview process for all classifications to ensure compliance with hiring policies. Track department adherence to risk management policies/guidelines and Family Medical Leave Act policies/procedures. Conduct and/or participate in investigations relating to personnel matters on a department wide basis. Provide new employee orientation on departmental policy and procedures and HIPAA training. (may be duplicate to below or just note HIPAA training here.

Coordinate and facilitate the preparation and on-going updates of the departmental Policy and Procedure Manual. Provide training to department wide staff on key policies and procedures.

Plan, supervise and coordinate tasks of the administrative support services division. Develop operational goals and objectives, update procedures as necessary to accomplish departmental goals and objectives. Conduct regular unit meetings.

Supervise and ensure the smooth operation of clerical, judicial, fiscal, administrative, and volunteer activities of the Juvenile Department; act as liaison to the Prosecutors Office and Clerks Office, facilitate support of and adherence to departmental mission and goals. Develop training materials and give presentations regarding Juvenile Justice issues to involved parties and students.

Plan, assign, review and evaluate the work of subordinate staff engaged in the volunteer services and office/court support functions. Establish performance standards, evaluate performance of assigned employees, and prepare performance appraisals. Develop and maintain a training program for staff members.

Interpret, explain and train staff on rules, policies, and operating procedures. Coordinate work of unit with that of other agencies that may interface with Court operations. Establish and maintain schedules of priorities, authorize exceptions and special processing of work product. Counsel department employees regarding issues involving personal or professional concerns.

Supervise the payroll processing and maintenance of related personnel records for the department. Act as a resource for Juvenile Department employees relative to salaries and benefits and employee benefit programs.

Develop training materials and train staff on new programs as required. Training duty may entail working a non-traditional work-week and/or shift work.

Represent the department at meetings as required.

Prepare reports and compose legal documents, a variety of correspondence, etc., utilizing word processing software. Draft and revise department contracts. Coordinate and oversee Detention and State contract routing. Prepare agenda summaries.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

May, at Directors discretion, perform the duties of the Director in his/her absence.

Other Job Duties:

Perform other related work as required.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment with occasional work within the Detention setting. Contact with irate and/or dangerous individuals is inherent in this position. Work is performed in a high stress environment with constant deadlines to be met. The incumbent must have the ability to operate a personal computer/computer terminal and calculator. Basic mathematical/accounting ability is required to monitor fiscal activities. The incumbent must be able to work in a stressful, fast-paced environment. Heavy in-person and telephone contact requires the ability to communicate effectively. Must be available to department during off hours.

KNOWLEDGE AND ABILITIES:

Thorough knowledge of: The functions, procedures, and laws of the criminal justice and the juvenile justice systems. Office and personnel management principles and practices. Methods and techniques of budget preparation, execution and monitoring. Governmental accounting procedures. Research techniques and methodologies. Grant applications, billings and tracking. Basic bookkeeping and record keeping. Effective supervisory methods. Knowledge of cultural diversity issues. Application and interpretation of federal, state, and local rules, regulations, codes and ordinances, as they relate to area of assignment. Computer proficiency, including knowledge and experience using Microsoft Office 97 or 2000 Professional Office software suite.

Knowledge of: Grant applications, billings and tracking. Basic bookkeeping and record keeping.

Ability to: Plan, coordinate, organize, review, train, and supervise personnel engaged in work requiring accuracy and attention to detail. Work effectively in a high stress environment. Coordinate, analyze and administer a wide variety of tasks including studies, programs, and projects. Gather, analyze, synthesize and evaluate a variety of data. Read, interpret, evaluate and apply a variety of complex written materials including laws, rules, regulations, reference materials, technical reports and legal documents. Interpret administrative directives and use initiative and sound judgment in applying same to the work situation. Assess the relative advantages and disadvantages of alternative courses of action. Identify and analyze problems and propose feasible, innovative solutions. Organize facts and

present findings, conclusions and recommendations in a clear, concise and logical manner. Maintain the confidentiality of the information. Communicate effectively, both orally and in writing, with a wide variety of individuals and groups. Establish and maintain effective working relationships with co-workers, county departments, other agencies, judges, and the general public. Meet the public and discuss problems and complaints tactfully, courteously and effectively. Function as an active member of the Department Management Team. Accomplish assigned administrative tasks in a timely manner with a minimum of supervision and with only general direction. Perform basic calculations. Track expenditures and budget statistics. Maintain administrative and fiscal compliance in the areas of purchasing, payroll, personnel management, contract/grant administration, accounts receivable/payable. Oversee and manage special projects, which include making recommendations for the acquisition of major capital outlay purchases. Work with individuals of differing ethnic and social economic levels.

QUALIFICATIONS:

Bachelors degree in public or business administration, political science, economics, law, or related field from a college or university accredited by an agency recognized by the US Department of Education or equivalent and three years of progressively responsible administrative experience directly relating to the duties of this position, is required; or any equivalent combination of experience, and education which provides the applicant with the desired skills, knowledge and abilities required to perform the job.

Knowledge of comprehensive fiscal processes, procedures and controls, in accordance with regulations, and personnel policies/practices is preferred. Experience in accounting practices and procedures and knowledge of grant administration is required. One year of lead or supervisory experience is required. Previous experience working in a court or judicial environment is highly desirable. Knowledge of the Juvenile Court is helpful.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Drivers License and the appropriate amount of automobile insurance.

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position. Fingerprinting will also be required.

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